

**CALIFORNIA POLLUTION CONTROL
FINANCING AUTHORITY**

915 CAPITOL MALL, ROOM 457 (95814)
P.O. BOX 942809
SACRAMENTO, CA 94209-0001
TELEPHONE: (916) 654-5610
TELECOPIER: (916) 657-4821



MEMBERS:
Phil Angelides, Chair
State Treasurer

Steve Westly
State Controller

Michael Genest, Director
Department of Finance

JOB OPPORTUNITY BULLETIN

Class: **Student Assistant**
Tenure: **Temporary**
Time Base: **Intermittent**
Salary: **\$7.86 - \$10.47 per hour**
Salary is based on a combination of completed College units and hours worked.

Under the general supervision of the Executive Director and the Deputy Executive Director, of the California Pollution Control Financing Authority (CPCFA) the position performs tasks of average difficulty in support of the California Pollution Control Financing Authority (CPCFA) and the California Industrial Development Financing Advisory Commission (CIDFAC).

DESCRIPTION OF ESSENTIAL FUNCTIONS:

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Database entry
- Research
- Miscellaneous support projects
- Photocopying, faxing, filing
- Obtaining information by telephone
- Performing errands for CPCFA
- Screening and directing telephone calls, mail and visitors

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Initiative, resourcefulness and good judgment.
- Good work habits and dependability.
- Familiarity with personal computers and Microsoft products

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are currently enrolled in college.
Transcripts and proof of enrollment are required.

Please write the number “345-002-4870-900” (CPCFA) on your state application.

FINAL FILING DATE:

Applications will be accepted **until filled.**

SUBMIT APPLICATIONS TO:

Cec Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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